

**RECORD OF PROCEEDINGS  
VILLAGE OF PENINSULA PLANNING COMMISSION  
July 27, 2020 Via Zoom Meeting**

**Call to Order:** The Meeting was called to order by Chairperson Walters at 7:00 p.m.

**Roll Call:**

Chairperson Karen Walters - Present  
Kevin Royer – Present  
Mayor Daniel Schneider, Jr. – Present  
Council Representative Chris Weigand – Present  
Greg Canda – Present

Others Present: Village Solicitor Brad Bryan, Planning Consultant Rita McMahon, and Councilperson Dan Schneider, Sr.

**Consideration of Minutes:**

**June 22, 2020 Planning Commission Meeting Minutes.**

A motion was made by Mr. Weigand and seconded by Mr. Royer to approve the June 22, 2020 Planning Commission Meeting Minutes.

Roll Call Vote: Mayor Schneider, yes; Ms. Walters, yes; Mr. Royer, yes; Mr. Weigand, yes; Mr. Canda, yes. The Minutes were approved.

**Citizens Participation:** None.

**Mayor's Report:** Mayor Schneider reported he provided Ms. McMahon and Mr. Bryan with sample ordinances from other jurisdictions relating to recreational vehicles. The Mayor also stated he reviewed the proposed amendment to the Village Fee Schedule and is in favor of having a different fee structure for commercial projects and residential projects.

**Council Liaison Report:** Mr. Weigand stated there was nothing to report for this month with respect to Council activity affecting the Planning Commission.

**Old Business:**

**Zoning Code Chapter 1149: Procedures.**

Ms. McMahon reviewed the changes made to Zoning Code Chapter 1149 that were previously discussed at the June 22, 2020 Meeting relating to the minor site plan modification and administrative review provisions. The Commission then discussed and requested additional language clarification changes to subsection (f) in the minor subdivision section and the administrative review section. The reference to a performance guarantee was also changed to make it align with other sections in the chapter.

A motion was made by Mr. Weigand and seconded by Ms. Walters to recommend approval of Zoning Code Chapter 1149 as amended.

Roll Call Vote: Mayor Schneider, yes; Ms. Walters, yes; Mr. Royer, yes; Mr. Weigand, yes; Mr. Canda, yes. The motion was approved.

**Zoning Code Section 1117.09: Accessory Buildings in Residence Districts.**

Ms. McMahon stated she made the changes requested at the June 22, 2020 Meeting with respect to the maximum number of accessory buildings and cumulative square footage of accessory buildings on a parcel. A motion to approve Section 1117.09 was made by Mr. Canda and seconded by Mr. Royer.

Roll Call Vote: Mayor Schneider, yes; Ms. Walters, yes; Mr. Royer, yes; Mr. Weigand, yes; Mr. Canda, yes. The motion was approved.

**Zoning Map Changes.**

Ms. McMahon reviewed the changes that were made based upon the Commission's requests at the June 22, 2020 Meeting. The Quarry property was changed from Conservation/Recreation (CR) to Rural Residential (R1) and the boundary indication lines on the Map for the Historic Preservation District were made more precise. It was also determined that the Bronson Church would be zoned Public Institution (PI). A motion to approve the Zoning Map as amended was made by Mr. Weigand and seconded by Ms. Walters.

Roll Call Vote: Mayor Schneider, yes; Ms. Walters, yes; Mr. Royer, yes; Mr. Weigand, yes; Mr. Canda, yes. The motion was approved.

**Fee Schedule.**

Ms. McMahon discussed the changes that were made to the proposed Fee Schedule. The Commission requested that the zoning application permit fee and site plan fee be combined in order to simplify the fee structure and avoid confusion for applicants. A different fee structure for commercial projects and residential projects and a \$20 per event vendor fee were also discussed and requested. Ms. McMahon stated she would revamp the fee structure based upon the Commission's requests and send out the revised version for consideration and approval at the August Meeting.

**New Business:**

**Zoning Code Section 1117.20: Outdoor Parking or Storage of Recreational Vehicle and Equipment.**

Ms. McMahon reviewed the provisions contained in this proposed new section of the zoning code. The Commission requested that the sections pertaining to the maximum amount of recreational vehicles and equipment permitted on a property, the location of and screening requirements, and limitation on making repairs on the premises be eliminated. In addition, the Commission requested that the ordinance simply regulate recreational vehicles, not recreational equipment. The provision allowing the Village to grant a permit for visitors to extend beyond the maximum length of time to stay was changed from the permit being granted by the Planning Commission to the Zoning Officer. Decisions of the Zoning Officer with respect to those matters could then be appealed to the

BZA if desired. The Commission will look to approve the revised version of Section 1117.20 at next month's meeting after the agreed upon changes are made and reviewed.

Zoning Code Chapter 1155: Definitions (Recreational Equipment and Recreational Vehicle Added).

Ms. McMahon reviewed the changes she made to the Definitions section, which consisted of adding definitions for Recreational Equipment and Recreational Vehicles. The Commission determined that based upon its discussion on the Recreational Vehicle ordinance, the Recreational Equipment definition was unnecessary and should be removed. The Commission will look to approve the revised version of Chapter 1155 at next month's meeting after the agreed upon changes are made.

Sidewalks.

Mr. Weigand suggested a committee be formed to complete a survey of sidewalks in the Village and propose a replacement and maintenance policy. Mr. Weigand volunteered to head the Committee and Ms. Walters and Mr. Royer also agreed to participate.

Traffic Study and Parking Issues.

The Commission agreed it would move on to these issues once the Zoning Code amendment process is completed.

Planning Consultant Budget.

Mr. Bryan stated that due to the thoroughness of the Commission's work on the Zoning Code amendments and additional assignment requests that have arisen over the past few months, it will be necessary for Council to appropriate a small amount of additional funds to pay Aislinn Consulting. Ms. McMahon stated she had \$750 left in her budget as of the end of June, and she has expended at least an additional \$400 this month. Mr. Bryan asked Ms. McMahon to provide an estimate as to what amount of additional funds would be needed for the rest of the year in order to complete the Zoning Code Amendment Project through the Council approval process. Mr. Bryan stated once that information was provided, he and Mr. Weigand would ask Council to appropriate the additional necessary funds at the August Council Meeting.

**Adjournment:** Mr. Weigand made a motion to adjourn that was seconded by Ms. Walters. All were in favor of the motion; none were opposed. The meeting was adjourned at 10:00 p.m.

Karen Walters, Chairperson

Date

Karen Walters

August 31, 2020